



COUNTY OF SAN DIEGO

Great Government Through the General Management System – Quality, Timeliness, Value

DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

LAND USE/ENVIRONMENTAL PLANNING MANAGER

Class No. 003517

■ CLASSIFICATION PURPOSE

To plan, coordinate, review, and direct the work of clerical, technical, planning and resource management staff involved in the processing, project management, and documentation of land use projects as required by Federal, State, and local regulations; to serve as project manager for the most complex projects; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

This is the highest-level class in the Land Use / Environmental Planner class series. Land Use/Environmental Planning Managers coordinate the efforts of multi-disciplinary staff, including staff engaged in the preparation and review of land use projects, provide advice or make final determinations on land use and environmental matters, and prepare environmental documents mandated by local, State, and Federal laws. These positions report to an unclassified management level position, and are allocated to departments within the Land Use and Environment Group.

■ FUNCTIONS

The examples of essential functions listed in this class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Selects, assigns work, sets priorities and work schedules, trains, evaluates, counsels and disciplines staff.
2. Reviews, processes or directs staff on land use development applications for consistency with County policies and State laws.
3. Directs intra/inter-departmental and external coordination of environmental and land use matters related to land development projects.
4. Participates in the formulation of departmental policies and procedures; evaluates the effectiveness of established policies and procedures and recommends improvements; interprets and writes policies affecting land use regulations.
5. Makes presentations to boards, planning groups, commissions, the public and other decision-making bodies.
6. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.
7. Supervises and functions as the principal specialist in the preparation of complex environmental documents including Environmental Impact Reports (EIRs).
8. Signs official documents approving and denying land use projects.
9. Evaluates customer needs.
10. Manages consultant contracts.
11. Directs staff in conducting general plan and other land use studies.
12. Directs staff in the interpretation of land use regulations and makes recommendations or decisions on land use projects/permits.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Environmental and land use planning theories, concepts, and principles.

- Federal, State and local environmental laws and regulations, including the California Environmental Quality Act/ State or local land use laws and policies.
- Preparation of EIRs and Negative Declarations, federal environmental documents, or land development reports.
- Zoning and subdivision principles and regulations.
- Legal basis for land use planning, zoning, subdivision, environmental management and land development.
- Research practices applicable to data collection and data analysis.
- Latest land development practices.
- The role of local, State, and Federal government in environmental/land use matters.
- Contract negotiation and administration.
- County customer service objectives and strategies.
- Public administration, personnel management and fiscal principles.
- The County of San Diego's General Management System in principle and practice.

Skills and Abilities to:

- Read, interpret and apply land use/building/environmental laws and regulations.
- Analyze, interpret, write and implement policies and ordinances.
- Prepare budgets and work programs.
- Evaluate program goals and establish priorities.
- Plan, direct and coordinate the work of multi-disciplinary staff.
- Understand organizational and political implications of research findings, recommendations, and decisions.
- Establish and maintain effective working relationships with agencies, organizations, the public and staff.
- Write clear, concise, logical, complex and technical reports.
- Make clear and effective oral presentations at public hearings or meetings.
- Use computerized equipment and applications to accomplish work.
- Supervise, train and evaluate subordinates.
- Conduct and facilitate meetings.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

1. A Master's degree from an accredited college or university in Urban Studies, Urban Planning, Geography, Anthropology, Biology, Geology, Ecology, Zoology, Environmental Management, Landscape Architecture, Engineering or a closely related field; AND, three (3) years of professional level regulatory planning, land use permit processing, long-range planning, or environmental management experience with a public or private land use agency, OR
2. A Bachelor's degree from an accredited college or university in Urban Studies, Urban Planning, Geography, Anthropology, Biology, Geology, Ecology, Zoology, Environmental Management, Landscape Architecture, Engineering or a closely related field; AND, four (4) years of professional level regulatory planning, land use permit processing, long-range planning, or environmental management experience with a public or private land use agency.

Note: Professional-level experience supervising/managing a multi-disciplinary team, acceptable to the County, in a public or private agency may substitute for education on a year-for-year basis, for up to two years of the education requirement.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward movement of the neck. Frequent: standing, sitting, bending and stooping, twisting of waist, side-to-side turning of neck; fine finger dexterity to operate keyboards and writing materials.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own personal vehicle.

Certification/Registration

Possession of an American Institute of Certified Planners (AICP) certification is highly desirable.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

New: June 14, 1991

Reviewed: Spring 2003

Retitled: October 31, 2003 (From: Environmental Management Coordinator)

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Land Use/Environmental Planning Manager (Class No. 003517)

Union Code: MA

Variable Entry: Y